

**Montana Department of Natural Resources and Conservation**  
**1424 9th Avenue, PO Box 201601**  
**Helena, MT 59620-1601**  
**Phone: 444-6601, FAX: 444-0533**



### Certification of Water Right Ownership Update

The Realty Transfer Certificate submitted with the deed or other instrument indicates a water right is being divided or exempted (reserved) from the property. The Clerk and Recorder may not record the deed or instrument unless this certification is completed and signed by the buyer, seller and escrow agent (if applicable). See 85-2-424(6), MCA.

- ☐ The required DNRC Ownership Update Divided Interest, Form 641 or DNRC Ownership Update Exempt (Reserved) / Severed Water Right, Form 642 and the required fee are held in escrow.

I certify under penalty of false swearing that the statement appearing here is to the best of my knowledge true and correct.

Seller Signature \_\_\_\_\_ Date \_\_\_\_\_

Buyer Signature \_\_\_\_\_ Date \_\_\_\_\_

Escrow Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

- ☐ There is no escrow. The required DNRC Ownership Update Divided Interest, Form 641, or DNRC Ownership Update Exempt (Reserved) / Severed, Form 642, has been prepared and will be sent with the required fee to the Department of Natural Resources and Conservation within five business days of recording. The transferee (buyer) acknowledges that failure to file the appropriate form and fee may result in the department imposing up to a \$75 penalty against the buyer. See 85-2-431 and 85-2-424(6)(b), MCA.

I certify under penalty of false swearing that the statement appearing here is to the best of my knowledge true and correct.

Seller Signature \_\_\_\_\_ Date \_\_\_\_\_

Buyer Signature \_\_\_\_\_ Date \_\_\_\_\_

**If you have questions, contact your local water resources regional office.**

**BILLINGS**

406-247-4415

*Big Horn, Carbon, Carter, Custer, Fallon, Powder River, Prairie, Rosebud, Stillwater, Sweet Grass, Treasure and Yellowstone Counties*

**BOZEMAN**

406-586-3136

*Gallatin, Madison and Park Counties*

**GLASGOW**

406-228-2561

*Daniels, Dawson, Garfield, McCone, Phillips, Richland, Roosevelt, Sheridan, Valley and Wibaux Counties*

**HAVRE**

406-265-5516

*Blaine, Chouteau, Glacier, Hill, Liberty, Pondera, Teton and Toole Counties*

**HELENA**

406-444-6999

*Beaverhead, Broadwater, Deer Lodge, Jefferson, Lewis and Clark, Powell and Silver Bow Counties*

**KALISPELL**

406-752-2288

*Flathead, Lake, Lincoln and Sanders Counties*

**LEWISTOWN**

406-538-7459

*Cascade, Fergus, Golden Valley, Judith Basin, Meagher, Musselshell, Petroleum and Wheatland Counties*

**MISSOULA**

406-721-4284

*Granite, Mineral, Missoula and Ravalli Counties*

WATER POLICY INTERIM  
COMMITTEE 2019-20

## DNRC WATER RIGHT OWNERSHIP UPDATE

This form is for DNRC record keeping purposes only as required by 85-2-101(2), MCA. The deed is the legal document transferring the water right.

Use a new form for each deed transaction.

Mail the completed form and fee to your local water resources office. See regional office contact information on page 7.

### Filing Fee

\$50.00 for one water right and \$10.00 for each additional right with a maximum of \$300.

*Make checks payable to DNRC.*

### FOR DEPARTMENT USE ONLY

Received By \_\_\_\_\_

Fee Received \$ \_\_\_\_\_ Check No. \_\_\_\_\_

Payor \_\_\_\_\_

Refund \$ \_\_\_\_\_ Date \_\_\_\_\_

Deposit Receipt No. \_\_\_\_\_

Coder \_\_\_\_\_ RO No. \_\_\_\_\_ OUID No. \_\_\_\_\_

For complete information, see file \_\_\_\_\_

### 1. CLOSING / CONTACT INFORMATION

Date of Closing \_\_\_\_\_ If applicable, provide your file number \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

### 2. SELLER (Grantor) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### 3. BUYER (Grantee) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

4. If you attach a **recorded** deed or other document of conveyance showing transfer of the property/water rights, DNRC will process the form. If no deed is attached, DNRC will wait for transfer information from the Department of Revenue to process the update.

5. List all water rights that require updated ownership. Attach a list if additional space is needed.

*If the buyer did not receive 100 % of the seller's interest in the water rights, do not use this form. File Form 641.*

County	Geocode of Property being Transferred	Water Right Number

## DNRC OWNERSHIP UPDATE INFORMATION

- If you do not attach the proper **recorded** deed or instrument of conveyance, DNRC will wait for information from Department of Revenue indicating the deed was filed prior to updating the ownership on your water rights.
- Do not file this form if only a portion of the seller's interest of the water right is being transferred. Complete and file Form 641 DNRC Ownership Update Divided Interest.
- Do not file this form if you are severing a water right. Complete and file Form 642 DNRC Ownership Update Exempt (Reserved) / Severed Water Right.
- Do not file this form if your only use of water is from an irrigation district, municipal system, water users' association or other public water supply.
- If the sale is on a Contract for Deed, the seller will remain listed as a co-owner of the water right until the contract is satisfied.

**If you have questions, contact your local water resources regional office.**

### **BILLINGS**

Airport Business Park  
1371 Rimtop Dr.  
Billings, MT 59105  
406-247-4415

*Big Horn, Carbon, Carter, Custer, Fallon, Powder River, Prairie, Rosebud, Stillwater, Sweet Grass, Treasure and Yellowstone Counties*

### **BOZEMAN**

2273 Boot Hill Court, Suite 110  
Bozeman, MT 59715  
406-586-3136

*Gallatin, Madison and Park Counties*

### **GLASGOW**

222 Sixth St. South  
PO Box 1269  
Glasgow, MT 59230  
406-228-2561

*Daniels, Dawson, Garfield, McCone, Phillips, Richland, Roosevelt, Sheridan, Valley and Wibaux Counties*

### **HAVRE**

210 6th Ave.  
PO Box 1828  
Havre, MT 59501  
406-265-5516

*Blaine, Chouteau, Glacier, Hill, Liberty, Pondera, Teton and Toole Counties*

### **HELENA**

1424 9th Ave  
PO Box 201601  
Helena, MT 59620  
406-444-6999

*Beaverhead, Broadwater, Deer Lodge, Jefferson, Lewis and Clark, Powell and Silver Bow Counties*

### **KALISPELL**

655 Timberwolf Parkway, Suite 4  
Kalispell, MT 59901-1215  
406-752-2288

*Flathead, Lake, Lincoln and Sanders Counties*

### **LEWISTOWN**

613 NE Main, Suite E  
Lewistown, MT 59457  
406-538-7459

*Cascade, Fergus, Golden Valley, Judith Basin, Meagher, Musselshell, Petroleum and Wheatland Counties*

### **MISSOULA**

2705 Spurgin Rd, Bldg C  
PO Box 5004  
Missoula, MT 59806  
406-721-4284

*Granite, Mineral, Missoula and Ravalli Counties*

